



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STUDENT ASSISTANT

\$8.13 - \$10.83/HOUR

**HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO**

RESPONSIBILITIES: Reporting to the Manager, Personnel Operations, and under the lead direction of the Personnel Operations' Office Technician, performs technical support activities for the Personnel Operations Unit including performing application screening and public contact relative to the Unit's recruitment program. Also functions as backup to the Human Resources Management Division Chief's secretary and other support staff.

DESIRABLE QUALIFICATIONS:

- Dependability, the ability to follow directions and exercise initiative, resourcefulness, and good judgment in performing assigned tasks.
- Good interpersonal skills and the ability to participate and contribute as a team member.
- Ability to communicate effectively with staff and the public; and, the ability to provide good customer service and possess good telephone techniques.
- Knowledge of various computer applications, i.e., Microsoft Word, Excel, and Access databases.
- Ability to perform other human resources duties as assigned.

WHO MAY APPLY: Undergraduates may apply and must provide proof of application for, or enrollment as a student in, an appropriate college or university program. Prefer applicants with major course of study in Human Resources Management or Business Administration.

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Human Resources, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Student Assistant #191-4870-PER" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: March 19, 2007 or Until Filled

NOTE: Interested Individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

ot03/09/07